



MALAWI REVENUE AUTHORITY

Application to pay Customs Duty and related taxes and fees using company cheques

(Please complete all sections)

SECTION 1: COMPANY PARTICULARS

| | | |
|---|---|--|
| 1 | Full Name and incorporation/registration details (please attach a copy of the certificate of incorporation or registration) | |
| 2 | Tax Registration Details: (Tax Payer Identification Number (TPIN) and tax types registered and operated) | |
| 3 | Year of latest Tax Clearance Certificate submitted | |
| 4 | Postal Address | |

| | | |
|---|---|--|
| 5 | Physical Address | |
| 6 | Industry and Nature of business | |
| 7 | List of Directors including their place of residence and physical addresses | |

| | | |
|---|--|--|
| 8 | List of bankers, main operating bank accounts and balances | |
|---|--|--|

SECTION 2: OTHER PARTICULARS

9) How much credit (in Malawi Kwacha) are you applying for?

10) Has a bank guarantee been submitted together with this application? If NO, why?

11) Have you submitted audited Financial Statements for the past one year? If NO, why?

12) Name of Accountants/Auditors:

13) Have any of your cheques issued to MRA ever been returned by any bank over the past two years? If yes, please briefly explain the circumstances below:

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14) Briefly state reasons for applying to use your company cheques to pay for trade taxes and related fees.

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15) State any other relevant details to support your application.

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15) Signed by:

1 Name:
Signature:
Position in Business:

2 Name:
Signature:
Position in Business:

3 Name:
Signature:

Position in Business:

SECTION 3: FOR OFFICIAL USE

Recommended/Not recommended:

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Signature:

Reasons for recommending or not recommending:

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Approved by: (1).....

Signature:

Designation:

Approved by: (2)

Signature:

Designation:

CHECKLIST

(PLEASE ENSURE THAT YOU HAVE PROVIDED ALL THE INFORMATION IN THE CHECK-LIST BELOW AS THIS IS THE MINIMUM REQUIRED DOCUMENTATION FOR YOUR APPLICATION TO BE PROCESSED)

| # | Document | Yes or No |
|---|---|-----------|
| 1 | Completed application form in triplicate | |
| 2 | Copy of certificate of incorporation or business registration | |
| 3 | Original bank guarantee | |
| 4 | Audited financial statements for the past one year | |
| 5 | Up to date tax clearance certificate | |